MEMORANDUM FOR: Acting Chief, SP & ES

SUBJECT : Automatic Data Processing Requirements

1. The Administration and Training Staff has reviewed its functions and activities and submits the following suggested automatic data processing requirements:

A. Qualifications register of Security Career Service personnel for use by the Career Service Board and its supporting committees.

B. Central listing of personnel on standby travel status including name; date of most recent medical qualification; passport number, type, and date of issue; and date of issue and number of any ID cards which have been issued.

C. Listing of contract employees, confidential correspondents, and contract stenographers.

D. Six month report of personnel gains and losses by position title and grade to be used in preparing personnel projections.

E. Area assignment preference report to indicate individuals who have requested specific overseas and domestic assignments.

F. Quarterly report of Security Career Service personnel serving with other components of the Agency which would include projected rotation dates and replacements.
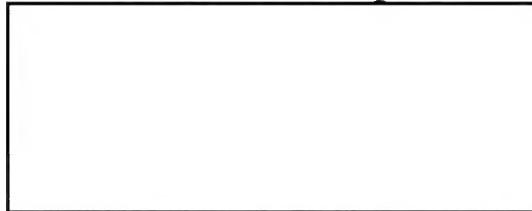
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Excluded from automatic
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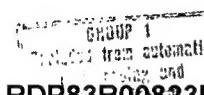
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2. A great deal of information in the areas of personnel and training is now being recorded and made available in the form of periodic machine listings. However, it is sometimes very time consuming to obtain required information from the listings. For instance, an alphabetical listing of all Security Careerists is prepared on a periodic basis indicating the training courses taken by each individual. If it becomes necessary to determine which individuals have taken a specific course, the entire listing must be reviewed.

3. It would, therefore, be most useful if an automatic data processing capability could be developed which would respond rapidly to day-to-day requirements for information which has already been recorded.

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Chief, Administration & Training Staff

Projected Plans for the use of Computer
Services by Units of PTOS

INDUSTRIAL SECURITY DIVISION:

The Industrial Security Division will need a facility to recall from machine records all information relating to industrial contracts which has been programed in by the operating offices. (DDS&T, Logistics, DD/P, etc.) It is anticipated that ISD will have a direct line to Computer Services Division and a capability for instantaneous read out of desired information. This capability is needed to fulfill the responsibility for maintaining a current status for the DDS for all Agency contracting with non-governmental organizations providing a product or a service related to a product.

Examples of information to be retrieved would include but not be limited to:

1. For an individual contractor

    Number of contracts with the Agency
    Cost of Contract
    Sterility of Contract
    Classification of Contract
    Status of Contract (Degree of completion)
    Security Cost of Contract
    Security Inspection Requirements
    Security Inspection Schedule
    Employees of the contractor who have agency clearances to show:
        Name
        Date of Clearance
        Type
        Date of Birth
        Security Violations

The Division will also want to pull out related lists of information such as total number of contracts outstanding, total cost of the contracts, total number of cleared personnel, etc.

TECHNICAL DIVISION:

The Technical Division has two areas of interest:

1. Monthly statistical reports
2. Individual Station reports

In regard to Number 1, they would like to retrieve such information as number of rooms examined in a stated period, miles traveled, bases and stations visited, telephones examined, etc.

In regard to Number 2, they would like to be able to analyze a station, commo area, or safe house over a 5 - 10 year period re number of "finds", suspicious incidents, frequency of checks, and related information.

PHYSICAL SECURITY DIVISION/BUILDING SECURITY BRANCH:

The Building Security Branch will have need of four services from CSD. All will be satisfied by the receipt of periodic machine record runs, the frequency depending on the individual list.

1. A machine list of all Agency identification held by an individual, whether in true name or in pseudo. This would include the Agency badge, firearms permit, credentials, special passes, and related items.

2. List of random selections of safe combinations.

3. An alphabetized list of all char force personnel who are not cleared for non-escorted access to Agency installations to show current status of clearance and the areas in which an individual can work (needed every 3 - 4 days).

4. Alphabetized list of all custodians of all alarmed secure or vault areas in the Washington area.

PhySD/SECURITY EQUIPMENT BRANCH:

None.

PhySD/SURVEY BRANCH:

None.

PhySD/SAFETY STAFF:

The Safety Staff would like to be able to retrieve from combined Medical, Personnel, and Security records information relating to injuries to include:

      a. Date and time of injury
      b. Cause of injury
      c. Severity of injury
      d. Name of injured
      e. Office designation of injured
      f. Cost of injury (Direct & Indirect)
      g. Place and location of injury
      h. Time lost due to injury
      i. Classification of injury (Based on ASA)